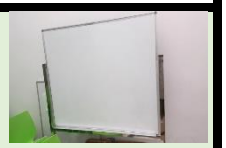
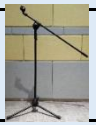
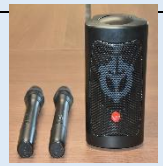
索引 Index： 傢俬及大型物品 Furniture and Large Items // 場內影音系統 **In-Room** Audio-Visual System // 可攜式視聽器材 Portable Audio-Visual Equipment

類別 **Category**	物品 **Items**	每星期可借用次數 **Weekly Quota** (星期日至六 Sun to Sat)	每次最多借用數量 Max. # per booking	最長借用時間 **Max. length per booking**	備註 **Remarks**
傢俬及大型物品 Furniture and Large Items	活動白板 Moveable Whiteboard	2 次 2 times	2	1 天 1 day	1) 尺寸 Dimension: 36" x 42" 2) 需於活動前最少 3 日申請 Booking to be made at least 3 days before event 
	展板 Exhibition Board	2 times** 2 次**	5	14 天 14 days	1) 尺寸 Dimension: W120 x H180cm 2) 需於活動前最少 3 日申請 Booking to be made at least 3 days before event
	摺檯 Folding Table	2 次 2 times	5	1 天 1 day	1) 尺寸 Dimension:W150 x D60 x H75cm 2) 需於活動前最少 3 日申請 Booking to be made at least 3 days before event
	膠椅 Plastic Chair	2 次 2 times	30	1 天 1 day	需於活動前最少 3 日申請 Booking to be made at least 3 days before event
	座地指示牌 Signage Stand	2 次 2 times	2	1 天 1 day	需於活動前最少 3 日申請 Booking to be made at least 3 days before event
場內影音系統 In-Room Audio-Visual System	中央庭園/演藝廳/學生飯堂場內影音系統連 2 支咪 In-Room AV System at Central Courtyard / College Theatre / Student Canteen with 2 Microphones 如音樂小組成員借用演藝廳內之樂器**純作練習用途**，請在此申請 Music Team Members can apply here for using Music Equipment & College Theatre for practice only.	1 次 1 time	1	1 天 1 day	1) 需於活動前最少 7 日申請 Booking to be made at least 7 days before event 2) 需於活動前至少 7 日安排代表完成書院提供之影音系統訓練課程 Please arrange representative to complete the AV equipment training provided by the College at least 7 days prior to the event 3) 中央庭園及學生飯堂之影音系統只接受 VGA 輸入；演藝廳則接受 HDMI/VGA。請按需要**自備**手提電腦等及/或**另借用** VGA 線/轉換器。 AV system only accepts VGA input except at College Theatre which accepts HDMI/VGA. Please prepare your own laptop computer and book VGA Cable/converters as appropriate.

類別 Category	物品 Items	每星期可借用次數 Weekly Quota (星期日至六 Sun to Sat)	每次最多借用數量 Max. # per booking	最長借用時間 Max. length per booking	備註 Remarks
可攜式視聽物品 Portable Audio-visual Equipment	手提擴音筒（大聲公） Loud Speaker	2 次 2 times	1	1 天 1 day	1) 需自備 C 型號電池 6 粒 Bring six C batteries 2) 需於活動前最少 3 日申請 Booking to be made at least 3 days before event
	座檯咪座 Table Microphone Stand	2 次 2 times	2	1 天 1 day	於活動前最少 3 日申請 Booking to be made at least 3 days before event
	座地咪架 Microphone Stand	2 次 2 times	1	1 天 1 day	於活動前最少 3 日申請 Booking to be made at least 3 days before event 
	便攜式投影機 Portable Projector	2 次 2 times	1	1 天 1 day	需於活動前最少 3 日申請 Booking to be made at least 3 days before event
	座地投影屏幕 Screen	2 次 2 times	1	1 天 1 day	需於活動前最少 3 日申請 Booking to be made at least 3 days before event
	VGA 線 Cable	2 次 2 times	1	1 天 1 day	1) 中央庭園及學生飯堂之影音系統只接受 VGA 輸入；演藝廳則接受 HDMI/VGA，請按需要借用配件 AV system only accepts VGA input except at College Theatre which accepts HDMI/VGA. Please reserve the accessories as appropriate. 2) 需於活動前最少 3 日申請 Booking to be made at least 3 days before event
	轉換器 Converter: HDMI to VGA				
	轉換器 Converter: Lightning to VGA				
	轉換器 Converter: Lightning to HDMI				
	轉換器 Converter: USB-C to VGA				
	轉換器 Converter: USB-C to HDMI				
	轉換器 Converter: Mini DisplayPort to VGA				
	手提擴音機（小露寶） 連 2 支無線咪 Portable PA with 2 Wireless Microphones	2 次 2 times	1	1 天 1 day	1) 每支咪需自備 9V 型號電池 1 粒 Bring one 9V battery for each microphone 2) 需於活動前最少 3 日申請 Booking to be made at least 3 days before event 
	無線電對講機 Walkie-talkies	2 次 2 times	3	1 天 1 day	1) 附充電器 With Charger 2) 需於活動前最少 3 日申請 Booking to be made at least 3 days before event